

04

**Municipality/Organization:** Town of Lancaster Massachusetts

**EPA NPDES Permit Number:**

2004 MAY -3 P 11:52

**MaDEP Transmittal Number:** W-041160

**Annual Report Number**

**& Reporting Period:**

No. 1: March 03-March 04

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** John Sonia

**Title:** Superintendent of Public Works

**Telephone #:** 978-395-2412

**Email:** Not Applicable

### Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Signature:** Douglas A. DeCesare

**Printed Name:** Douglas A. DeCesare

**Title:** Chairman, Board of Public Works

**Date:** 4/30/04

## **Part II. Self-Assessment**

The Town of Lancaster has assess the conditions of the MS4 permit and is in compliance with the conditions of the permit. Further assessments will be completed throughout the year by the Town to assure compliance with conditions of the permit.

### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1PE	Develop Educational Resources	Selectmen/Stormwater Management Committee	Develop two topic brochures for residences and business	Met with neighboring town to discuss potential sharing of information	Stormwater Committee & DPW will oversee the brochure development and determine distribution methods.
Revised					
2PE	Expand Educational Resources	Selectmen/Stormwater Management Committee	Work with schools and provide information through media, TV	Met with neighboring town to discuss potential sharing of information	Stormwater Committee & DPW will evaluate education resources and determine methods.
Revised					
3PE	Storm Drain Stenciling	Department of Public Works	Stencil catch basins with "Do not dump"	Department of Public Works researched and gathered information including maps of area storm drains.	Stormwater Committee & DPW will seek assistance from community groups and identify a schedule to implement stenciling program.
Revised					
4PE	Pollution Reduction	Stormwater Management Committee	Identify measures to reduce pollutants to storm system.	Identified members and resources for Stormwater Management Committee	Research options for reduction of pollutants
Revised					
Revised					

#### 1a. Additions

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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1PP	Work with Nashua River Watershed Assoc (NRWA).	Stormwater Management Committee	NRWA and local organizations to map and monitor outfalls	Contacted NWRA and began locating appropriate contacts for Stormwater Issues.	Establish action plan for Stormwater Management Committee and cooperation with NWRA.
Revised					
2PP	Establish Public Information Meetings	Stormwater Management Committee	Hold at least two informal meetings to inform public	Identified members and resources for Stormwater Management Committee	Establish action plan for Stormwater Management Committee and determine schedule for public meetings.
Revised					
3PP	Schedule yearly community cleanups	Stormwater Management Committee	Involve two community groups to implement com. cleanup.	Identified members and resources for Stormwater Management Committee	Establish action plan for Stormwater Management Committee and research options for community involvement.
Revised					
4PP	Establish Neighborhood Watch	Stormwater Management Committee	Identify key residents, roles, and area	Identified members and resources for Stormwater Management Committee	Establish action plan for Stormwater Management Committee and research options for community involvement.
Revised					
Revised					

### 2a. Additions


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
IID	Develop a Sewer System Map	Department of Public Works	Establish a map to note all intake & discharge in system	Gather together existing data and maps on intake and discharge.	Evaluate accuracy of existing data and update information.
Revised					
2IID	Identify Illicit Discharges	Department of Public Works	Establish process to identify potential sources	Research methods on identifying and eliminating illicit discharges	Evaluate methods on identifying and eliminating illicit discharges. Perform inspection of selected lines.
Revised					
3IID	Storm Water Ordinance	Planning & Conservation Commissions	Review Bylaws, identify & propose necessary changes	Informational meeting held in Fall of 2003 between DPW and Conservation Commission on Stormwater Management requirements	Establish action plan for Stormwater Management Committee and determine oversight of Town Board activity.
Revised					
4IID	Program for Household Hazardous Waste (HHW)	Board of Health and DPW	Schedule HHW days through existing regional cooperatives	Met with neighboring town to discuss potential sharing of resources. Collected waste oil for recycling.	Research options for HHW initiatives.
Revised					
Revised					

#### 3a. Additions


#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1CO	Establish Water Quality Benchmarks	Department of Public Works	Develop score sheets and record one round of samples	Identified members and resources for Stormwater Management Committee. Research guidance on water quality benchmarks.	Establish action plan for Stormwater Management Committee and Planning Board, and Conservation Commission for construction site runoff control
Revised		DPW & Stormwater Management Committee			
2CO	Establish Site Inspection Criteria	Department of Public Works	Standardize & document procedures for site Inspections	Identified members and resources for Stormwater Management Committee. Research guidance on inspection criteria.	Establish action plan for Stormwater Management Committee and Planning Board, and Conservation Commission for construction site runoff control
Revised					
3CO	Develop Training Program	Department of Public Works	Train staff and other group inspection procedures	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws.	Determine inspection criteria and train staff.
Revised					
4CO	Compliance Evaluation	Department of Public Works	Collect water samples & build program for full compliance	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws.	Establish action plan for Stormwater Management Committee and Planning Board, and Conservation Commission for construction site runoff control
Revised					
5CO	Evaluation & Implement Regulatory Requirements	Board of Selectmen	Develop by-laws for construction site runoff	Identified members and resources for Stormwater Management Committee. Research guidance on by-laws.	Gather information from neighboring communities on by-laws.
Revised					

#### 4a. Additions


## 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1PC Revised	Identify Best Management Practices	Stormwater Management Committee/DPW	Evaluate & determine BMPs for new and re-development	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs.	Establish action plan and for Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control
2PC Revised	Codify and Publicize BMPs	Stormwater Management Committee	Codify through local body Publicize through local media	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs	Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control
3PC Revised	Reduce Impervious Areas	Stormwater Management Committee	Analyze data from construction projects & identify area impact	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs	Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control
4PC Revised	Improved Water Quality	Stormwater Management Committee	Collect samples to determine effectiveness of runoff control	Identified members and resources for Stormwater Management Committee. Research guidance on BMPs	Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control
5PC Revised	Evaluate and Implement Regulatory Requirements	Board of Selectmen	Develop by-laws for post construction site runoff	Identified members and resources for Stormwater Management Committee.	Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs for post construction and redevelopment site runoff control

### 5a. Additions

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1GH Revised	Develop Pollution Prevention Plan	Stormwater Management Committee	Develop plan related to BMPs for areas of concern	Identified members and resources for Stormwater Management Committee	Stormwater Management Committee and Planning Board, and Conservation Commission to determine BMPs.
2GH Revised	Develop Employee Training Materials	Stormwater Management Committee	Develop training materials for Town employees	DPW staff attended awareness level training sessions on stormwater management.	Stormwater Management Committee and DPW to develop plan for training employees.
3GH Revised	Train Town Employees	Department of Public Works	Train Staff on P2 measures and Good Housekeeping.	DPW staff attended awareness level training sessions on stormwater management.	Stormwater Management Committee and DPW to develop plan for training employees.
4GH Revised	Maintenance Schedule	Department of Public Works	Finalize plan and schedule to implement BMPs	Performed routine maintenance including street sweeping & catch basin cleanings Spring of 2004.	Stormwater Management Committee and DPW to develop plan for BMPs.
5GH Revised	Evaluation Program Effectiveness	Department of Public Works	Identify controls and document effectiveness & compliance	Performed routine maintenance including street sweeping & catch basin cleanings Spring of 2004.	Stormwater Management Committee and DPW to develop plan for BMPs.

### 6a. Additions

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**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 2</b>
1TM	Establish Methods for Evaluation	Stormwater Management Committee	Work with NRW A and others to determine TMDLs	Identified members and resources for Stormwater Management Committee	Stormwater Management Committee to develop action plan to determine methods for evaluating TMDLs.
Revised					
2TM	Identify BMPs for TMDLs	Stormwater Management Committee	Determine effective BMPs for TMDLs	Identified members and resources for Stormwater Management Committee	Stormwater Management Committee to develop action plan to determine methods for evaluating TMDLs.
Revised					
3TM	Implement BMPs	Stormwater Management Committee/DPW	Implement BMPs in identified areas	Identified members and resources for Stormwater Management Committee	Stormwater Management Committee to develop action plan to determine methods for evaluating TMDLs and DPW assistance.
Revised					
4TM	Determine Effectiveness	Stormwater Management Committee	Collect samples and determine effective for meeting TMDLs	Identified members and resources for Stormwater Management Committee	Stormwater Management Committee to develop action plan to determine methods for evaluating TMDLs.
Revised					
Revised					
Revised					

**7a. Additions**


#### **7b. WLA Assessment**

The Town of Lancaster has selected its best management practices for waste load allocation based on consultation with, and information provided by: regulatory agencies, neighboring municipalities, local community group, and accepted engineering practices. The Town of Lancaster will continue to seek and evaluate information and will update practices based on the information as determined appropriate for the Town.

**Part IV. Summary of Information Collected and Analyzed**

**At this time, we have not completed an analysis of stormwater outfalls nor compiled analytical data collected by the Town.**

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

*Town of Lancaster has began by forming a Stormwater Management Committee and has requested funding part of the annual town budget to provide consulting assistance to the Committee*

**Programmatic**

Stormwater management position created/staffed – <i>Town of Lancaster is forming a Committee</i>	(y/n)	
Annual program budget/expenditures – <i>The Town Budget includes funds for Stormwater Management</i>	(\$)	

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

In Place      Under Review      Drafted      Adopted  
Prior to  
Phase II

Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

### Mapping and Illicit Discharges

Outfall mapping complete	(%)			
Estimated or actual number of outfalls	(#)			
System-Wide mapping complete	(%)			
Mapping method(s)				
▪ Paper/Mylar	(%)			
▪ CAD	(%)			
▪ GIS	(%)			
Outfalls inspected/screened	(# or %)			
Illicit discharges identified	(#)			
Illicit connections removed	(# ) (est. gpd)			
% of population on sewer	(%)			
% of population on septic systems	(%)			

### Construction

Number of construction starts (>1-acre)	(#)			
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)			
Site inspections completed	(# or %)			

Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	

Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios		% NaCl	
		% CaCl <sub>2</sub>	
		% MgCl <sub>2</sub>	
		% CMA	
		% Kac	
		% KCl	
		% Sand	
Pre-wetting techniques utilized	(y/n)		
Manual control spreaders used	(y/n)		
Automatic or Zero-velocity spreaders used	(y/n)		
Estimated net reduction in typical year salt application	(lbs. or %)		
Salt pile(s) covered in storage shed(s)	(y/n)		
Storage shed(s) in design or under construction	(y/n)		